



# 2021 Performance Evaluation Assessment Outcomes

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UNIVERSITY of HOUSTON

HUMAN RESOURCES

# Major Recommendations Required

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- Simplified templates based on job function
  - Templates will be created for trade staff, staff, manager staff, research staff and executive staff.
- Reduce number of clicks
  - Combine the “share with employee” and “request acknowledgement” step in the evaluation phase to decrease number of clicks
- Modify the goals section
  - Employee will begin the goals instead of Supervisor
  - The goals section will be weighted more than responsibilities

# Major Recommendations Required

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- Reduce rating scale 1-4
  - Modify the rating scale definitions so that the 5 rating is removed
  - Remove 5 rating scale from the document
- Increase training
  - Employees
    - Provide training on SMART goals.
  - Supervisors
    - Training for Supervisors should clearly focus on the role and responsibilities of the supervisor.